
Office of the City Manager

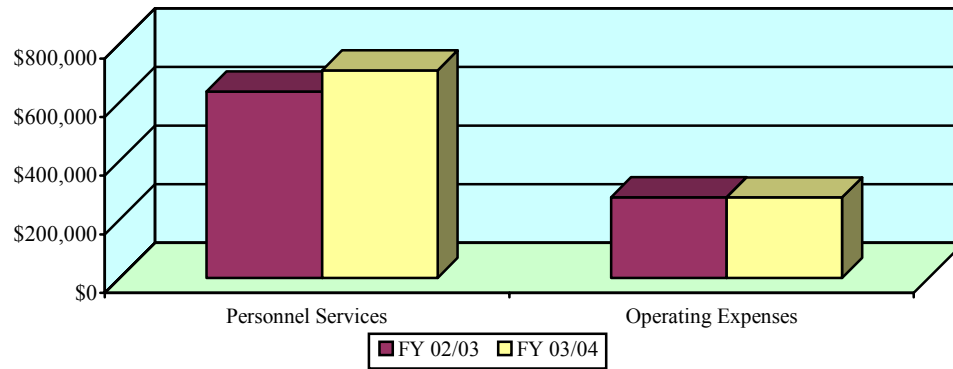
Appropriation: \$ 982,458

The City Manager is appointed by the Mayor and confirmed by a majority vote of the City Council. The City Manager performs the duties of the chief administrative officer of city government. As such, the City Manager is responsible for all day-to-day operations of city departments including employment matters, operational issues, and the development and maintenance of the annual budget. The City Manager informs the Governing Body on the financial condition of the city, and formulates recommendations to the Mayor and the Council on matters concerning the health, safety and welfare of the city and its citizens, or for the improvement of administrative or departmental functions and services. The City Manager also oversees the Internal Audit function.

The General Fund operating budget of \$982,458 provides funding for salaries and benefits of the City Manager and 7 staff members, including the city's Internal Auditor. Also, the City Manager's operating budget contains \$15,200 for public defender services and \$44,360 for various contracted services.

<u>POSITION/CLASSIFICATION</u>	<u>FY 02/03 ACTUAL</u>	<u>FY 03/04 BUDGET</u>
City Manager	1 – EX	1 – EX
Office Manager	1 – EX	1 – EX
Executive Administrator	1 – EX	1 – EX
Internal Auditor	2 – EX	1 – EX
Media Services Director	1 – EX	1 – EX
Safety Specialist	1 – CLFT	0 – CLFT
Special Projects Administrator	1 – CLFT	1 – CLFT
Planner Senior	0 – CLFT	1 – CLFT
Small Business Ombudsman	<u>0</u> – CLFT	<u>1</u> – CLFT
TOTAL:	8	8

EXPENDITURE CLASSIFICATION



	FY 02/03 <u>REVISED</u>	FY 03/04 <u>APPROPRIATION</u>
Personnel Services	\$ 636,537	\$ 707,918
Operating Expenses	<u>274,769</u>	<u>274,540</u>
 TOTAL:	 \$ 911,306	 \$ 982,458